

Checklist for SLDS Permissions

1. This process **must be started at least one week prior** to the date account permissions are needed.
2. One spreadsheet for each school within your district of certified staff with the columns listed below. (Name, email, and license number can be exported out of PowerSchool.)
 - a. First and last name
 - b. Email address
 - c. Teacher license number
 - i. To gain instructor access to the SLDS, an individual is required to have a teacher license number entered in PowerSchool.
 - d. Academic assignment (position/role within the district/school)
 - e. What type of permission they need into the SLDS
 - i. *District Admin*
 1. *Entire district (all students within all schools)*
 - ii. *School Admin*
 1. *All students within specified school*
 - a. *(Indicate specific school or schools)*
 - iii. *Instructor*
 1. *Tied to only their students in PowerSchool scheduled courses*
3. All spreadsheets must be submitted to the EduTech help desk by the **SLDS District Security Administrator** to request permissions for the SLDS. If you are unsure of whom this person is for your district, contact your superintendent.
 - a. Bob Baumann or Aaron Liesinger will respond to this ticket. Communication may be ongoing with you, to make sure accounts are correct.
4. If your district **IS** using @k12 email addresses, everyone's username and password are the same for the SLDS.
5. If your district **IS NOT** using @k12 email addresses, you will need to submit a separate ticket asking for usernames and passwords for the spreadsheet attendees.
 - a. *Please remind everyone this password will also be used for his/her @k12 email once it is up and rolling.*
 - b. *If they change it in one spot, it changes in the other.*